



Transportation
Security
Administration

OFFICE OF FINANCE AND ADMINISTRATION
Financial Management

TSA MANAGEMENT DIRECTIVE No. 1000.5
GOVERNMENT TRAVEL CARDS

To enhance mission performance, TSA is committed to promoting a culture founded on its values of Integrity, Innovation, and Team Spirit.

REVISION: This revised directive supersedes TSA MD 1000.5, *Government Travel Cards*, dated June 12, 2014.

SUMMARY OF CHANGES: Section 3, Authorities, added Digital Accountability and Transparency Act and Government Charge Card Abuse Prevention Act; Section 4, Definitions, added additional travel card related definitions used by Office of Management and Budget (OMB); Section 5, added responsibilities for CPOPC, supervisors and managers, travel card OPC, and CBA Travel cardholders; Section 6, Policy, revised to provide clarity to existing policy and to incorporate guidance from OMB and DHS.

1. **PURPOSE:** This directive provides TSA policy and procedures for governing TSA-issued travel cards.
2. **SCOPE:** This directive applies to all TSA employees and organizational elements.
3. **AUTHORITIES:**
 - A. Aviation and Transportation Security Act (ATSA) of 2001, PL 107-71
 - B. Digital Accountability and Transparency (DATA) Act
 - C. Federal Aviation Administration Travel Policy (FAATP) Part 301-54
 - D. Government Charge Card Abuse Act of 2012, PL 112-194
 - E. Office of Management and Budget (OMB) Circular A-123, Appendix B Improving the Management of Government Charge Card Program
 - F. Section 2 of the Travel and Transportation Reform Act of 1998, PL 105-264, October 19, 1998
 - G. [Department of Homeland Security \(DHS\) Financial Management Policy Manual \(FMPM\), Chapter 7, Travel](#)
 - H. [DHS FMPM, Part 3.2.1, Travel Card Manual](#)
 - I. [TSA MD 1000.6, Temporary Duty Travel Policy](#)
 - J. [TSA MD 1100.73-5, Employee Responsibilities and Code of Conduct](#)

4. DEFINITIONS:

- A. Abuse: Abuse involves behavior that is deficient or improper when compared with a business practice that a prudent person would consider reasonable and necessary under the circumstances. Examples include using the charge card to pay for any expense or cash withdrawal other than for approved official business; using the charge card to pay personal expenses; with the exception of centrally billed account (CBA) use, expenses incurred by anyone other than the cardholder is abuse of the charge card; and using a government charge card to buy items authorized for purchase, but at terms unreasonable under the circumstances (e.g., excessive price, quantity), lacking proper justification of government need, or both.
- B. Authorized Signatory: A TSA employee that is authorized to only charge Official Government travel expenses to the CBA travel card. The authority and terms in which they may use the card are outlined in this directive and in [TSA Form 1023-1, Government Travel Card Terms and Agreement- CBA](#) . For purposes of this directive, hereinafter “authorized signatory” will be referred to as “cardholder.”
- C. Cardholder: The legal agent using the charge card to buy goods and services in support of official government business while on authorized travel. The cardholder holds the primary responsibility for the card’s proper use.
- D. Cardholder Statement: A statement, listing all transactions during the billing period, which is sent to each cardholder.
- E. Cash Withdrawal: The withdrawal of funds from an Automated Teller Machine (ATM) using the travel card.
- F. Centrally Billed Account (CBA): An account for the purchase of official travel services established between the General Services Administration (GSA) and travel card contractor.
- G. Component Primary Organization Program Coordinator (CPOPC): An individual designated by the Financial Management Division (FMD) to administer and monitor the TSA travel card program across the agency.
- H. Delinquency/Delinquent Account: A charge card account balance that is unpaid for more than 61 days past the statement date.
- I. Fraud: Fraudulent purchases include those made by cardholders that were unauthorized, purchases for personal gain, purchases made using lost, stolen, or otherwise compromised government charge cards or account numbers, and purchases that involve fraud, waste, or abuse.
- J. Frequent Traveler: Employee who regularly travels at least twice per fiscal year.
- K. GSA SmartPay®: The Federal Government’s charge card program in effect as of the issuance of the Guidance. This program provides Federal Government cardholders a means to pay for commercial goods and services, travel and travel-related expenses, and vehicle fleet expenses.

- L. Improper Purchase: An improper purchase is any purchase that should not have been made or that was made in an incorrect amount under statutory, contractual, administrative, or other legally applicable requirements. Purchases amount to abuse or fraud depending on the circumstances.
- M. Individually Billed Account (IBA): A charge card account set up by a travel card contractor for an individual Agency employee to charge the cost of official travel expenses.
- N. Local Travel: Travel within 50 miles of an employee's permanent duty station (PDS).
- O. Non-Local Travel: Travel that is more than 50 miles away from an employee's PDS.
- P. Official Business Travel: Authorized travel to a Temporary Duty Travel (TDY) location.
- Q. Official Travel: Travel under an official travel authorization from an employee's official station or other authorized point of departure to a temporary duty location and return from a temporary duty location, between two temporary duty locations, or relocation at the direction of a Federal agency.
- R. Organization Program Coordinator (OPC): An individual designated within each TSA program or field office responsible for oversight of the travel card program within this individual's program or office.
- S. Permanent Duty Station (PDS): The duty station for an employee's position of record as documented on the most recent notification of personnel action.
- T. Program/Field Office: An organizational unit within TSA that can commit and/or obligate TSA funds on its behalf (e.g., airport offices, non-airport field offices, HQ offices).
- U. Salary Offset: The process of collecting an undisputed, delinquent travel card amount due by direct deduction from an employee's payroll payment or retirement annuity.
- V. Temporary Duty (TDY) Location: A place away from an employee's permanent duty station, where the employee is authorized to travel for the Government on official business.
- W. Travel Card Contractor: A vendor (bank) selected by DHS from the GSA SmartPay® 2 Master Contract that provides two types of travel cards: IBA, where the cardholder is billed directly for the charges and CBA, where the agency is billed directly for the charges.
- X. United States Coast Guard Financial Center (FINCEN): TSA's service provider for accounting and finance support. FINCEN operates and maintains Core Accounting System on behalf of TSA and other agencies.

5. RESPONSIBILITIES:

A. The Assistant Administrator for the Office of Finance and Administration (OFA)/Chief Financial and Administrative Officer is responsible for:

- (1) Ensuring program and field offices comply with the DHS Travel Card Manual and applicable DHS and TSA policies.
- (2) Designating a CPOPC to serve as the liaison between the travel card contractor, TSA, and DHS on issues affecting the program.
- (3) Establishing internal control procedures and performance metrics to monitor delinquency, misuse, spending, and other transaction activities for identification of fraud, waste, and abuse of the travel card.
- (4) Referring potential cases of fraud, waste, and abuse, as appropriate, to the TSA Office of Inspection (OOI) or DHS Office of Inspector General (OIG).
- (5) Developing, modifying, and disseminating travel card policies and procedures, as needed.
- (6) Adhering to Privacy Act requirements at all times.

B. Component Primary Organization Program Coordinator or their designee is responsible for:

- (1) Completing the initial DHS Online Travel Card Program Training and the GSA Agency/Organization Program Coordinator (A/OPC) Travel Card training and providing a status of the completed GSA or DHS training to Agency Program Coordinator (APC).
- (2) Managing the travel card program, to include:
 - (a) Developing internal controls to prevent fraud, waste, and abuse.
 - (b) Monitoring Component travel cardholder transactions and completing regular and/or ad hoc reviews/audits.
 - (c) Issuing TSA travel card training, job aids, and guidance for effective implementation of the travel card program.
 - (d) Designating additional TSA officials to carryout CPOPC responsibilities in this section.

NOTE: TSA officials refers to alternate CPOPCs, OPCs of large organizations, and supplemental staff (to include contracted staff) with the knowledge, skills, and abilities to carryout designated tasks.

- (e) Managing all CBAs, to include:
 - (i) Designating CBA Managers;

- (ii) Establishing a process, with strict internal controls, to ensure that all charges and payments are timely, accurate, and appropriate;
 - (iii) Closely monitoring delinquency reports from the charge card vendor; and
 - (iv) Contacting appropriate personnel to ensure that delinquent or other problematic payments are addressed and corrective actions are taken to prevent further occurrences.
- (f) Reviewing and submitting to the DHS APC, as appropriate, employee requests to have the travel card reinstated after cancellation.
- (g) Performing periodic audits to ensure that the travel cardholder's employment status is current and closing those accounts that remained active after his or her last day of employment.
- (h) Promptly responding and providing requested documentation to DHS APC inquiries for monthly or cycle reports, transaction data, documentation, and status updates on their programs.
- (i) Promptly reviewing, assessing, and processing travel card post payment audit cases assigned by the DHS APC.
- (j) Completing tasks typically residing with the local OPC per Section 5.D., when necessary.

NOTE: To do so, the CPOPC must also complete and retain [TSA Form 1021, OPC Designation](#).

(3) Managing credit and cash limits as follows:

- (a) Reviewing and, if approved, completing all credit limit increase requests above \$10,000 but less than \$20,000.
- (b) Reviewing and, if approved, submitting all credit limit increase requests above \$20,000 to the DHS APC for final decision.
- (c) Reviewing and, if approved, completing cash limit increase requests above the standard rates.
- (d) Maintaining records of approvals for all IBA credit limit increases over \$10,000 in accordance with TSA's approved [Records Disposition Schedule](#).
- (e) Completing regular credit and cash limit reviews to determine compliance.

(4) Managing Travel Card delinquencies, to include:

- (a) Notifying the cardholder's local OPC of the delinquency once the delinquent account reaches 45-days delinquent without balance resolution.
- (b) Notifying the cardholder's local OPC of the delinquency once the delinquent account reaches 60-days delinquent without balance resolution.
- (c) Assisting in collecting undisputed delinquent amounts due on employees' IBA in accordance with applicable travel policy and the GSA SmartPay[®] Contract through the salary offset program, to include:
 - (i) Initiating salary offset collection procedures upon receipt of a written request from the bank for a delinquent-account balance; and
 - (ii) Coordinating with the Office of Human Capital to establish salary offsets for undisputed travel card delinquencies.

(5) Managing Travel Card misuse to include:

- (a) Providing guidance to OPCs and local management on determination of misuse;
- (b) Taking or recommending appropriate corrective action for misuse of the travel card; and
- (c) Referring potential cases of fraud, waste, and abuse, as appropriate, to the TSA Office of Inspection (OOI) or DHS Office of Inspector General (OIG).

(6) Performing oversight of the OPCs as follows:

- (a) Assigning or removing OPCs with the bank;
- (b) Ensuring that OPCs report delinquency and misuse activity on a monthly basis;
- (c) Performing monthly audits of the OPC reports to ensure accuracy and completeness of information; and
- (d) Ensuring that OPCs are properly trained to manage travel cards and complete refresher training on travel card management, at a minimum, every two years.

(7) Adhering to Privacy Act requirements at all times.

C. Supervisors and managers are responsible for:

- (1) Designating an OPC, as well as an alternate OPC (A/OPC), responsible for oversight of the travel cards within their program or office.
- (2) Enforcing travel card policies and procedures.

- (3) Determining which employees in their area should apply for a travel card.
 - (4) Approving and forwarding the employee's IBA application, the signed TSA Cardholder Agreement Form and the training certificate to the OPC.
 - (5) Taking prompt action, to include disciplinary action, when notified by the local OPC that an employee/cardholder has a delinquent account, has potentially misused the account, or if the account shows any other suspicious activity.
 - (6) Adhering to Privacy Act requirements at all times.
- D. Travel Card Organization Program Coordinators (OPC) are responsible for:
- (1) Obtaining and maintaining designation as follows:
 - (a) Completing the initial DHS Online Travel Card Program Training, GSA A/OPC Travel Card training and [TSA Form 1021, OPC Designation](#); and
 - (b) Completing refresher Travel Card Program training every two years.
 - (2) Implementing TSA travel card policies and procedures.
 - (3) Assisting with the management of the travel card program under the direction of the CPOPC.
 - (4) Processing travel card applications as follows:
 - (a) Ensuring travel card applicants successfully complete the following:
 - (i) DHS online travel card training (offered in OLC);
 - (ii) [TSA Form 1023, Government Travel Card Terms and Agreement](#); and
 - (iii) [DHS Form 1570, DHS Alternate Credit Worthiness Evaluation](#) prior to processing an application, if applicable.
 - (b) Ensuring travel card applicants correctly complete the travel card contractor's application, to include obtaining the requisite signatures.
 - (c) Completing and signing the OPC section of the travel card contractor's application, and forwarding it to the travel card contractor for further processing.
 - (5) Directly overseeing active IBA cardholders under their purview to include:
 - (a) Ensuring travel cardholders complete the refresher travel card training every two years.

- (b) Maintaining the bank travel card applications, and all supporting documentation (TSA Travel Card application package) to meet the requirements of OMB Circular A-123, Appendix B (creditworthiness) and TSA's approved [Records Disposition Schedule](#).
- (c) Instructing the user that the travel card(s) must be kept in a secure location.
- (d) Completing account maintenance activities, to include:
 - (i) Increasing credit limits up to and including \$10,000 as necessary;
 - (ii) Reviewing and submitting accepted credit limit increase requests for over \$10,000 to the CPOPC;

NOTE: OLE/FAMs employees to submit limit increase request in excess of \$10,000 to the OLE/FAMs Travel Card Coordinators.

- (iii) Managing and updating the user profiles in the bank's electronic access system (EAS);

NOTE: The cardholder's official TSA email address must be included in EAS profile.

- (iv) In the event a card is lost or stolen, contacting the bank immediately to have the card closed and replaced, or completing the closure and reissuance in the EAS (if the cardholder has not already done so directly with the bank);
- (v) Retrieving and destroying, when possible, the travel cards of separating employees (e.g., retirees or employees who resign or who transfer to another DHS Component), promptly closing the account in the EAS, and reminding separating employees that they are responsible for and must pay any outstanding balance due in full by the billing due date; and
- (vi) Coordinating with the CPOPC and applicable OPCs for cardholders transferring within TSA to include updates in the EAS and providing account supporting documentation (application packages, training certificates, delinquency and/or misuse documentation, etc.).

NOTE: These accounts should not be closed.

- (6) Managing Travel Card delinquencies, to include:
 - (a) Performing monthly reviews and providing to the CPOPC a monthly summary of all identified delinquent accounts and any disciplinary action taken;
 - (b) Issuing delinquent account notices, when appropriate or required;

- (c) Coordinating with cardholders to the maximum extent possible to ensure they take action to resolve any delinquent balance and prevent future instances of delinquency; and
- (d) Coordinating with and providing assistance to the supervisors, when needed, for any disciplinary action resulting from travel card delinquencies.

NOTE: OLE/FAMS OPC will be performing monthly reviews and providing to the respective Program Office management a summary of actual or potential misuses or delinquency occurrences.

(7) Managing Travel Card misuse, to include:

- (a) Performing monthly reviews and providing a summary of all identified actual or potential misuse and any disciplinary action taken to the CPOPC on a monthly basis;
- (b) Issuing misuse account notices, when appropriate;
- (c) Suspending a travel card if there is misuse or abuse of the card or a pattern of inappropriate use; and
- (d) Coordinating with and providing assistance to supervisors, when needed, for any disciplinary action resulting from travel card misuse.

NOTE: OLE/FAMS OPC will be performing monthly reviews and providing to the respective Program Office management a summary of actual or potential misuses or delinquency occurrences.

- (8) Referring potential cases of fraud and abuse, as appropriate, whether related to delinquency or misuse; to the CPOPC or TSA OOI or DHS OIG; and
- (9) Adhering to Privacy Act requirements at all times.

E. Centrally Billed Account (CBA) Managers are responsible for:

- (1) Completing the initial DHS Online Travel Card Program Training, GSA A/OPC Travel Card training and [TSA Form 1025, CBA Manager Designation](#).
- (2) Completing refresher Travel Card Program training every two years.
- (3) Maintaining documentation to show preapproved authorization for use of the CBA.
- (4) Reviewing the monthly travel card statement upon receipt and documenting the disputed charges.

- (5) Immediately notifying the travel card contractor (i.e., bank) and CPOPC of the disputed charges, and following up with the travel card contractor and CPOPC until disputed charges are resolved.
- (6) Reconciling billing statement to authorized purchases by the 1st of the month and submitting documentation for payment to FINCEN, minus any disputed charges.
- (7) Providing copies of the detailed reconciliation to OFA by the 1st of the month.
- (8) Ensuring all CBA internal controls are followed and documented.
- (9) Maintaining copies of transportation invoices and itemized lodging receipts to support reconciliation.
- (10) Ensuring copies of transportation invoices and itemized lodging receipts are attached to the traveler's voucher.
- (11) Immediately notifying the travel card contractor and CPOPC of a lost or stolen CBA travel card.
- (12) Immediately notifying the CPOPC when transferring within TSA or separating from TSA, to have the CBA Manager designation reassigned.
- (13) Confirming that the correct appropriation/line of accounting is cited for the travel card transaction.
- (14) Adhering to the policies and procedures set forth in this directive.
- (15) Adhering to Privacy Act requirements at all times.

F. Individually Billed Account Travel Cardholders are responsible for:

- (1) Completing all requirements of the TSA Travel Card application package and submitting the completed package to the appropriate local OPC.
- (2) Completing refresher Travel Card Program training every two years.
- (3) Using the travel card only in accordance with this directive for official approved Government business travel and the related authorized and reimbursable expenses.
- (4) Paying the full amount due, as stated on the travel card monthly billing statement by the due date, regardless of travel voucher payment status, or employment status.
- (5) Reviewing the monthly travel card statement upon receipt and documenting any disputed charges.
- (6) Immediately notifying the travel card contractor (i.e., bank) and OPC of the disputed charges, and following up with the travel card contractor and OPC until disputed charges are resolved.

- (7) Continuously monitoring the billing statements to identify late posting charges and to minimize improper and/or erroneous purchases that may result from stolen or compromised travel card account numbers.
- (8) Immediately advising the travel card contractor and OPC of a lost or stolen travel card.
- (9) Informing their assigned OPC and/or CPOPC when the cardholder is transferred within TSA or their employment with TSA is terminated.
- (10) Adhering to the policies and procedures set forth in this directive and TSA MD 1000.6.

G. Centrally Billed Account Travel Cardholders are responsible for:

- (1) Completing the initial DHS Online Travel Card Program Training, and [TSA Form 1023-1, Government Travel Card Terms and Agreement-CBA.](#)
- (2) Completing refresher Travel Card Program training every two years.
- (3) Ensuring copies of transportation invoices and itemized lodging receipts are attached to the traveler's voucher.
- (4) Ensuring internal controls for the use of the CBA are followed.
- (5) Immediately advising the travel card contractor, CBA Manager, and CPOPC of a lost or stolen CBA travel card.
- (6) Immediately notifying the CBA Manager when transferring within TSA or when his or her employment with TSA is terminated.
- (7) Adhering to the policies and procedures set forth in this directive and TSA MD 1000.6.
- (8) Continuously monitoring their assigned billing statements to minimize improper and/or erroneous purchases using stolen or compromised travel card account numbers.

H. The Office of Human Capital (OHC) is responsible for establishing procedures and guidelines, outlining appropriate disciplinary action for fraud, waste, abuse, and delinquent payment of the Government travel card expenses by travel cardholders.

6. POLICY:

A. General Account Management:

- (1) It is impermissible to issue a travel card to an intern or contractor, and it is impermissible for an intern to use a travel card.
- (2) All TSA employees issued a travel card are considered as "mission-essential personnel" and shall not be subject to account closure solely due to the inactivity of their accounts.
- (3) The OPC is responsible for tracking and maintaining cardholder training.

NOTE: Cardholders and OPCs are not required to maintain hard-copy certificates for the cardholder training if it was completed in TSA's Online Learning Center, which serves as the system of record (SOR) and will maintain a record of all training completions.

- (4) In order to obtain a Government travel card, all prospective cardholders must successfully complete the TSA Travel Card Application Package available via the Travel Home Page or retrieve an application from the employee's OPC.
- (5) Disputes must be initiated directly with the bank via the EAS or by phone. Listed below are transactions that are not disputable:
 - (a) Expenses authorized by the cardholder, even if accidental;
 - (b) Authorized non-refundable airfare, lodging, and/or rental charges if a trip is canceled;
 - (c) Travel Management Center (TMC) fees associated with canceled trips, modified reservations, or in cases where there are multiple legitimate fees for one trip; and
 - (d) TMS voucher fees associated with a voucher that was certified.

B. IBA Travel Card Use:

- (1) Government issued travel cards will be used solely for authorized and reimbursable travel expenses incurred during authorized official Government travel.
- (2) In general, cardholders are required to use their Government issued travel cards **for all authorized travel expenses** (see cash withdrawal policies for when use of the card is not possible).
 - (a) Documented, repeated, and purposeful failure to adhere to this policy should be addressed by local management in accordance with [TSA MD 1100.75-3, Addressing Unacceptable Performance and Conduct](#) and [TSA's Table of Offense and Penalties Section D, Failure/Refusal to Follow Instructions, Number 4, Failure to follow policies, procedures, practices, protocols, regulations or rules.](#)
 - (b) Additionally, cardholders must arrange official lodging, rental vehicles, and transportation and obtain tickets through the official TSA TMS or TMC.
 - (i) In cases of emergencies or travel to foreign locations, the cardholder may use the travel card to purchase transportation directly from the vendor when the uses of the TMS or TMC are not available and / or able to make the necessary reservations.
 - (ii) Reservations made with third party travel vendors are strictly not authorized unless exempted as recorded in TSA Financial Management Manual Part 2: Travel Policy.

- (iii) Unjustified bookings outside of the TMS may be considered travel card misuse.
 - (c) Employees who do not use the TSA travel card for vehicle rental may be held personally liable for damages that occur to a vehicle rented with a personal charge card. Employees without a travel card who book through the TMS or the contracted TMC will be protected from personal liability at least to the extent provided by the U.S. Government Rental Car Agreement.
- NOTE:** Additional information can be obtained from the [U.S. Government Rental Car Program](#) and [TSA's Financial Management Manual, Part 2: Travel Policy](#).
- (3) The use of travel cards for Local Travel is not allowed.
 - (4) GSA has approved the following official travel expenses as exempt from mandatory use of the travel card:
 - (a) Expenses incurred at a vendor that does not accept the travel card;
 - (b) Laundry/dry cleaning;
 - (c) Parking;
 - (d) Local transportation system;
 - (e) Taxi;
 - (f) Tips;
 - (g) Meals, when use of the card is impractical (e.g., group meals);
 - (h) Phone calls; and
 - (i) Infrequent travelers. These employees may use the CBA to pay for authorized common carrier expenses, lodging and are reimbursed M&IE and miscellaneous travel expenses.
 - (5) TSA exempts from the mandatory use of the travel card expenses for Transportation Network Companies (e.g. Uber, Lyft, etc.) as many of the companies require a credit card to remain on file. While TSA Travel Cards may be used to pay for these services, accidental charges to the travel card for personal use of these services are considered misuse and are subject to disciplinary action.
 - (6) Conference/registration fees should generally be paid for using a TSA purchase card, except when:
 - (a) A cardholder is in TDY status when the payment of the fee is required; or

- (b) Use of a purchase card is not possible or practical.

NOTE: All uses of an IBA for conference/registrations fees are subject to authorization. Exceptions outside of those listed above may be addressed on a case-by-case basis.

(7) Cash Withdrawals:

- (a) Cash withdrawals may be used only for purposes of paying the exempted expenses listed in Section 6.B (4) of this Directive.
- (b) If a cash withdrawal is needed for any other purpose, it shall be noted on the travel authorization or voucher.
 - (i) Cash withdrawals are not reimbursable as an expense.
 - (ii) Only the authorized expenses for which the cash was used may be reimbursed.
 - (iii) Any excess cash shall be returned to the travel card account via payment of the statement.
- (c) Use of the travel card for cash withdrawals shall be authorized only for approved non-local official business travel, only when necessary, no earlier than three (3) days before travel, and no later than the last day of travel.
- (d) Cash withdrawals for domestic travel are limited to \$400 per seven-day period unless where justified and determined to be necessary for the completion of mission critical travel.
- (e) Cash withdrawals after ending date of approved travel are not authorized.

C. CBA Travel Card Use:

- (1) When approved for use, the CBA shall only be used for the airfare, rail and/or lodging expenses of eligible travelers for approved non-local official business travel.
- (2) The following individuals are eligible to utilize the CBA:
 - (a) TSA employees without an IBA, including, but not limited to:
 - (i) New employees;
 - (ii) Employees who have an application pending for the travel card;
 - (iii) Employees who are not frequent travelers; and
 - (iv) Employees whose IBA has been canceled or is in suspended status.

(b) TSA employees with an IBA, including, but not limited to:

- (i) Employees assisting with special events (e.g., Super bowl, hurricane response);
- (ii) Employees whose IBA has been compromised;
- (iii) Employees who need to obtain airfare/rail tickets well in advance of travel dates;
- (iv) Employees who need to obtain high-cost airfare/rail tickets;
- (v) Employees who need to reserve lodging well in advance of travel dates and will incur a cost for the reservation; and
- (vi) Employees whose travel reimbursement is garnished for other debts.

(c) Non-TSA employees, including, but not limited to:

- (i) Other Federal employees traveling as a TSA invitational traveler;
- (ii) Non-Federal employees traveling as a TSA invitational traveler; and
- (iii) Family members of individuals stationed in foreign locations.

(3) TSA does not allow the use of CBA travel cards for rental cars in any circumstance.

D. Misuse of the Travel Card:

- (1) Use of the travel card for any expense or cash withdrawal other than for approved official business travel shall be considered misuse of the travel card.
- (2) Use of the travel card to pay for personal expenses shall be considered misuse of the travel card.
- (3) With the exception of relocation and evacuation travel and CBA use, expenses incurred by anyone other than the cardholder shall be considered misuse of the travel card. For more information, refer to [TSA Financial Management Manual Part Two: Travel Policy](#).
- (4) A single travel card transaction for meals or incidental expenses that exceeds the total Meals and Incidental Expense allowance for the trip shall be considered misuse of the travel card.
- (5) The card may not be used for non-travel expenses even if the expenses are business related. Examples of business-related expenses that are not considered travel-related expenses include, but are not limited to:
 - (a) Publications (books, newspapers, journals, periodicals, and subscriptions).
 - (b) Membership fees.

- (c) Reproducing materials for meetings at a print shop including postage and other administrative business expenses.
- (d) Higher education expenses.
- (e) Management consulting services.
- (f) Automobile purchases (car repairs, towing and services with the exception of the provision of fuel and oil).

NOTE: Fuel and oil may be purchased on the Government Travel Card for authorized rental or privately owned vehicles utilized during official travel.

- (g) Computers, televisions or digital equipment.
 - (h) Non-travel car rental.
 - (i) Fuel or maintenance service expenses for a DHS or GSA owned fleet vehicles.
 - (j) Rental of vehicles to move Government office equipment or household goods.
- (6) The CPOPC may suspend the cardholder's travel card for misuse of the card when not in travel status.
- (7) TSA reserves the right to block certain merchant types.
- (8) Misuse of the travel card will subject the cardholder to disciplinary action. Any disciplinary action must be consistent with the provisions outlined in [TSA MD 1100.75-3, Addressing Unacceptable Performance and Conduct](#) and [TSA's Table of Offense and Penalties](#). Such actions must be coordinated with designated HQ or field counsel and HQ OHC Employee Relations staff.
- (9) Misuse cases may be reported to the TSA Office of Inspections for investigation.

E. Payment of a Travel Card:

- (1) IBA cardholders are required to pay the entire balance due on their travel card by the due date provided on the statement.
 - (a) If two payments within a twelve-month period are rejected for insufficient funds, the travel card contractor shall automatically close the account.
 - (b) If a cardholder can provide evidence that a rejected payment resulted from an error on part of a financial institution, the travel card contractor may consider reinstatement of the account.
- (2) If the outstanding balance on the travel card is not paid in full by the due date, the account will be considered delinquent.

- (a) If the cardholder's account remains delinquent for 31 days, the travel card contractor shall suspend the account.
 - (b) In accordance with applicable the [OMB Circular A-123, Appendix B](#), TSA will initiate salary offsets for undisputed delinquent amounts in excess of 61 days past the original statement date.
 - (c) If the cardholder's account becomes delinquent for 96 days, the travel card contractor shall close the account.
- (3) If a cardholder's account is closed by the travel card contractor, the travel card will be considered for reinstatement only if the following criteria is met:
- (a) The travel card balance shall be paid in full prior to any request for reinstatement;
 - (b) The cardholder's account shall not have reached the point where the debt is written off by the travel card contractor; and
 - (c) If it is clear that the closure did not result from a failure by the cardholder to uphold their responsibility of vouchering timely.
- (4) Travel Card reinstatement requests may only be considered six months after closure and require the submission of:
- (a) A new and complete TSA Travel Card application package; and
 - (b) [TSA Form 1024, Travel Card Reinstatement Request](#).

NOTE: Reinstatements are subject to TSA CPOPC and DHS APC approval, and ultimately the travel card contractor's decision.

- (5) Failure to pay the travel card may subject the cardholder to disciplinary action. Any disciplinary action must be consistent with the provisions outlined in [TSA MD 1100.75-3, Addressing Unacceptable Performance and Conduct](#) and [TSA's Table of Offense and Penalties](#). Such actions must be coordinated with designated HQ or field counsel and HQ OHC Employee Relations staff.

7. **PROCEDURES:** Procedural information regarding the Government Travel Card can be found on the [Travel Home Page](#) and in [TSA Financial Management Manual Part Two: Travel Policy](#).
8. **APPROVAL AND EFFECTIVE DATE:** This policy is approved and effective the date of signature unless otherwise specified.

APPROVAL

Signed

March 17, 2017

Pat A. Rose Jr.
Assistant Administrator and Chief Financial Officer
Office of Finance and Administration

Date

EFFECTIVE

Date

Distribution: All TSA Employees
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